


Municipal Request for Surplus Equipment – “Does Your Town Need Stuff?”


Town or City Name:


Department Making Request:

Contact Person:


Contact Person's Phone:

 Massachusetts city and town offices are eligible to buy surplus equipment that is no longer needed by state agencies that is not claimed after 30 days on the state's official surplus list. To see items available currently, go to: www.mass.gov/osd and choose “buy off a contract”, then “buy surplus property” to locate the statewide list. Click on the list called “Surplus Property Available to Public Entities”.

 State agencies and institutions “surplus” a wide range of equipment, including: **furniture** (tables, chairs, desks); **electronic equipment** (printers, computers, keyboards) and **other kinds of office equipment** (TV cabinets, flip chart holders, drafting stools, storage cabinets) and occasional other items such as kitchen, dormitory, or sports equipment.

 **Municipal managers, purchasers, school officials are encouraged to complete a list of equipment their facilities need and give it to their MRIP Coordinator or John Crisley at MA DEP. By creating the list, a community can receive assistance from the state in finding the items they need.**

Type of Equipment Needed	Description	Preferred color, size	Quantity Needed		Date Needed, Other Criteria
			One time need?	Ongoing need?	
SAMPLE ENTRY: office chairs	<i>With or without arms, prefer wheels</i>	<i>Black, grey or blue</i>		yes	<i>Schools need replacement chairs frequently</i>

 **Have questions or suggestions about obtaining surplus for your community?** Call John Crisley in the DEP Municipal Waste Reduction Program at 617-556-1021 (john.Crisley@state.ma.us).

The Department of Environmental Protection's (DEP) Municipal Waste Reduction Program and the State Surplus Office at the Operational Services Division (OSD) work together to match sources of reusable state surplus property with local government offices and school departments. Reuse of equipment saves the recipients money and directs state surplus property to productive uses.